

DOTD PROJECT COORDINATOR QUALITY ASSURANCE CHECKLIST*

*Suggested for use in the field when checking Local Public Agency Projects

Quality Assurance (QA): Quality Assurance refers to those actions, procedures, and methods employed at the management and senior technical levels to observe and ensure that prudent quality procedures are in place and are being carried out and that the desired result of a quality product is achieved.

PROJECT DATA

Date	
Project Number	
Project Name/Route Number, Section and Mileposts	
Parish	
Project Description	
Percent Work Complete	
Percent Time Elapsed	
Original Contract Completion Date	
Current Contract Completion Date	
Award Amount	
Current Contract Estimate	

STAFFING

Item	Yes	No	N/A
Full time Engineer in responsible for overseeing the construction work			
Staffing is adequate			
Field staff has all equipment required to perform necessary inspections and materials tests			
Material testers are certified			

Comments:

WORKMANSHIP

Item	Yes	No	N/A
General			
Quality control plan has been prepared for the project			
Contractor is undertaking processes included in approved QC plan			
Personnel performing inspection work are qualified per the approved qualification program, or otherwise suitably experienced to perform successfully			
State is conducting sampling and testing to verify contractor data as defined in the state quality assurance program.			
Testing to accept materials are conducted in a certified laboratory as			

required in the state's quality assurance program.			
Environmental			
Erosion and sediment control devices are installed properly and are well maintained			
Contract specific environmental requirements are in compliance			
Inspections are conducted in accordance with contract requirements			
Environmental permits are available onsite			
Small Projects			
Sidewalks			
Bicycle Trails			
Signing & Markings			
Landscaping			
Earthwork			
Fill placement complies with contract requirements			
Compaction test results are satisfactory			
Sampling and testing (frequency/location) are conducted in accordance with contract requirements			
Structures			
Pile Driving records are on file (including welder certifications and procedures)			
Placement, tying, and cover of reinforcing steel comply with contract requirements			
Bolt certifications are on file along with test results			
Curing process complies with specifications			
Sampling and testing (frequency/location) are conducted in accordance with contract requirements			
Asphalt			
Base is in good condition			
Mix is delivered at proper temperature			
Tacking complies with specifications			
Mix is spread properly (thickness, crown, joints, uniform texture, continuous operation of paver)			
Proper density is being obtained			
Ride quality is in conformance with specifications			
Sampling and testing (frequency/location) are conducted in accordance with contract requirements			
PCC			
Mix spread to correct thickness			
Curing and tining applied in timely manner			
Dowel baskets properly installed			
Ride quality is in conformance with specifications			
Sampling and testing (frequency/location) are conducted in accordance with contract requirements			
Work Zone			
Traffic control devices installed in accordance with Traffic Control Plan			
Traffic control devices are clean and well maintained			
Travel way is well delineated			

Work zone inspections are completed in accordance with contract requirements			

Comments:

DOCUMENTATION AND RECORD KEEPING

Item	Yes	No	N/A
Project field records adequately maintained to quantities submitted for payment			
Inspector Daily Reports and Project Diary adequately support work progress, time charges etc.			
Contract change documentation is adequately maintained			
Acceptance sampling and testing reports are on file			
Materials sampling and testing conducted as required			
Failed tests are documented with cross-references to re-tests			
Materials Certifications are on file			
Buy America requirements included on invoices and certifications for all iron and steel products			
Approved mix designs are on file			
Trial batch results are properly identified and acceptable			

Comments: